The Cottager's Handbook

For Manitoba Provincial Parks

Third Edition

Protecting & Managing *our Future*

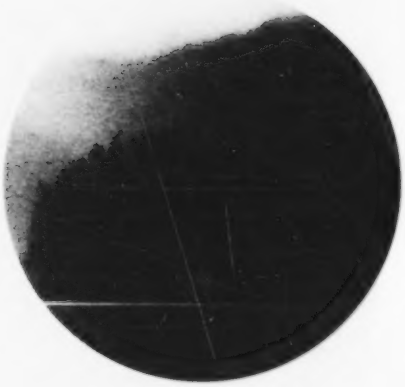
Manitoba Conservation

103-04229/

I had rather be shut up in a very modest cottage,
with my books, my family and a few old friends,
dining on simple bacon, and letting the world roll on as it liked,
than to occupy the most splendid post which any human power can give.

Thomas Jefferson (1743-1826)

Message from Minister



I am pleased to present the third edition of The Cottager's Handbook which provides important information to our cottagers.

The first edition was published in 1998 after consulting with cottage associations across the province. At that time, Manitoba Conservation amended the guidelines, policies and regulations dealing with cottage development. Most members of associations favoured fewer regulations, but at the same time asked for reasonable limits on development.

Patterns of cottage use have changed substantially over the last decade or so. Increasingly, cottagers have requested more highly developed cottage lots. On average, people are also using their cottages more frequently and for a longer time during the year. Manitoba Conservation's goal is to meet current needs, as well as future needs. With this in mind, it is important to ensure that cottage development takes place in harmony with the natural world. As the minister, I look forward to helping to strike a balance between development and protection within our parks.

Most policies and regulations are now summarized in this handbook. It emphasizes measures that will protect the environment in provincial parks, especially by making sure that private sewage-disposal systems meet the standards necessary to protect water quality in our lakes and rivers.

For your convenience, an electronic copy of this handbook and other useful cottage-related information may also be found at www.manitobaparks.com. I also encourage you to electronically contact my department with cottage-related questions at parkdistricts@gov.mb.ca. I trust the information in this handbook will enhance the time you spend at your cottage in one of our beautiful provincial parks.

Hon. Oscar Lathlin
Minister of Conservation

Contents

Leases and Permits 5
- Leases 5
- Chief Place of Residence Levy 6
- Fires 7
- Land Rental 7
- Park District Service Fees 7
- Cottage-Based Businesses 8
- Cottage Insurance 8
- A Message from Manitoba Hydro 9
- Garbage 9
- Tear-down Construction Material 10
- All Terrain Vehicles 10
- Winter Roads, Ice Clearing 10

Developing Your Lot 11
- Site Plan Permit 11
- Lot Development Conditions 11
- Grandfathering 13
- Tree Removal 13
- Variances 13
- Buffer Zones and Variances for Buffer Zones 14
- Working Near Water 16
- Docks 17
- Public Lanes 17
- Privately Built Roads on Public Reserve 17
- Boathouses Prohibited in Some Areas 18
- Docks for Backtier and Remote Cottages 18
- Boathouses for Backtier and Remote Cottages 18
- Building on Public Reserve 19
- Use of the Public Reserve in Front of Lakefront Cottages 20

Grand Beach Provincial Park 21
- Preparing Your Drawings – the Plot Plan 23
- Sample Site Plan Permit Application Form 24
- Building Permit Guide 25
- Drawings to be Submitted with Permit Application 26

Planning and Installing a Sewage Disposal System 27
- Special Locations 28
- Definitions 28
- Selecting a System 28
- Alternatives to Water Carried Toilet Systems 29
- Getting the Most out of your Septic System 29
- Sullage Pits 30
- Working on the System 30
- Standards for Septic Tanks and Disposal Fields Serving Dwellings 32
- Cottage and Country Fire Safety Checklist 33

Basic Fire Safety 34
- Were You Wondering About 35

Subdivisions/District Offices 36

Leases and Permits

Leases

A 21-year renewable lease in a standard format is available to virtually all cottagers in provincial parks. Besides ensuring tenure on your lot, a lease may be helpful to cottagers who require a long-term loan or mortgage. A copy of a sample lease may be found at www.manitobaparks.com.

Manitoba Conservation suggests that you read your lease to become familiar with your rights and responsibilities.

Obtaining a New Lot

Any future cottager who obtains an undeveloped cottage lot will be issued a lease. The lease will specify the time (usually 24 months) in which the exterior of the cottage must be completed.

The exterior is considered complete when doors, windows, finished exterior siding, and shingles or other roofing material have been installed.

Lots where cottages have been demolished, or otherwise removed must also complete a new cottage with a complete exterior within 24 months.

Undeveloped lots cannot be assigned, except on compassionate grounds (e.g. the death or severe disability of a lessee).

Buying, Selling or Transferring Your Lot

When you sell or transfer your lot, it is up to you, as the vendor, to initiate the process, or authorize your real estate agent or legal representative to do so. Lot sizes are generally fixed and will not be changed. Lots smaller than 15,000 ft^2 (1395 m^2) may be enlarged under some circumstances, at the lot holder's expense. Under no circumstances will the frontage of a lake-front lot be increased beyond 100 ft. (30.5 m).

To assign your cottage lease or permit to someone else who buys your cottage, you should obtain an assignment form from a Manitoba Conservation office. Complete the form and return it with the applicable fee. The overall assignment process can take up to about four weeks.

Before purchasing a cottage, wise buyers will verify:

- that no serious drainage problems exist;
- that all structures, except those permitted to be on the public reserve, are located within the boundaries of the lot, and that the lot has been resurveyed;
- that any structures on the public reserve of a lake-front lot are within the projected lot boundaries; and
- that all existing structures have received all necessary approvals.

Surveying Lots

Manitoba Conservation will not be responsible for finding, or verifying the true location of lot pins. When disputes occur between cottagers relating to lot boundaries, or the location of buildings and other development relative to boundaries, Manitoba Conservation will not address the problem until a legal survey is supplied.

Changing or Adding a Name to a Lease or Permit

Contact Parks and Natural Areas Branch in Winnipeg or your local Manitoba Conservation district office. The required forms will be sent to you, or go to www.manitobaparks.com.

Changing from an Annual Permit to a Lease

If you are currently being annually issued an annual permit to occupy your cottage lot, it is to your advantage to apply for a lease. The annual administration fee charged to permit holders (except for unsurveyed lots in remote locations) does not apply to leaseholders.

Obtain a lease application form from Parks and Natural Areas Branch. When you have completed the form, return it to the branch with the applicable fee. They will arrange an inspection, as described under Lease Inspections.

Renewing Your Lease

In all likelihood, you will want to renew your lease after the original term has expired. New 21-year renewable leases are now issued for renewals in all provincial parks.

Generally, Parks and Natural Areas Branch notifies you six months before your lease expires, but it is your responsibility to apply for a new lease. The branch will inspect your lot and mail you forms to be completed.

Vacation Home Permits

Some cottagers owning cottages on unsurveyed lots in remote areas are authorized to occupy their lot by means of an annual permit. Lot holders in the Falcon Creek Subdivision (formerly known as the Falcon Lake Staff Trailer Village) are also issued annual permits.

The vast majority of other cottagers have signed a lease in order to occupy their lot. An annual fee is charged to those cottagers eligible for a lease, who have not yet applied for one.

Lease and Permit Inspections

When you apply for a lease, your lot will be inspected to confirm that:

- your lot is free and clear of brush and flammable materials;
- there appear to be no problems with your cottage and other buildings concerning allowable development or condition of repair;
- your lot is well maintained and not run down, with materials stored in an orderly manner. The accumulation or storage of building materials, machinery, boats, unlicenced vehicles, furnishings and similar articles is not allowed, unless approved by a Natural Resource Officer; and
- your sewage disposal system is working properly.

If your lot needs work, Manitoba Conservation will draw up a letter of commitment requiring you to complete the work within a specified time. You will need to return the letter, with your signature as the lot holder, before your lease application can be considered.

When your lot passes inspection, a lease will be drawn up and sent to you for signature.

After you have signed and returned it, the Director of Parks and Natural Areas or his designate will endorse it.

The lease will be validated when you have paid the fees and signing is complete.

Chief Place of Residence Levy

All cottagers must fill out a Chief Place of Residence Declaration Form. Those cottagers maintaining a chief place of residence in a provincial park are subject to an annual fee. This applies to private landowners, as well as to lease and permit holders. It is the cottager's responsibility to notify Manitoba Conservation if their status of using their cottage as a chief place of residence changes. Many cottagers' leases require cottagers to obtain prior permission of the Crown to use their cottage as a chief place of residence. Manitoba Conservation considers the process of completing a declaration form and paying the required annual fee to be the equivalent of obtaining permission.

In the past, people living in provincial parks have not been charged any education fees or assessed school taxes. Through payment of the Chief Place of Residence Levy, people living in provincial parks will help to offset provincial education costs.

In order for the levy to apply:

You must live in a building situated on Crown land or privately owned land in a provincial park in Manitoba.

The building is defined to be your chief place of residence if during the year (April 1 – March 31), it is where you, in the settled routine of your life, regularly, normally or customarily reside.

Where the owner or occupier of a building is a corporation, the building is deemed to be the corporation's chief place of residence if, in the settled routine of his or her life, any shareholder of the corporation regularly, normally or customarily lives there.

Where a building is the chief place of residence for more than one person, only one levy is payable.

If a question arises about whether a building is someone's chief place of residence, the Minister of Conservation is responsible for settling the question. In making his decision, the minister will take into account all relevant factors. The minister may consider the following (and other) factors:

- the length of time spent at the building during the year;
- whether you have a residence outside a provincial park in Manitoba;
- whether you maintain Manitoba hospital and medical insurance coverage;
- your residence for income tax purposes;
- the jurisdictional location of your personal property and social ties; and
- the residence of your spouse and dependents.

Fires

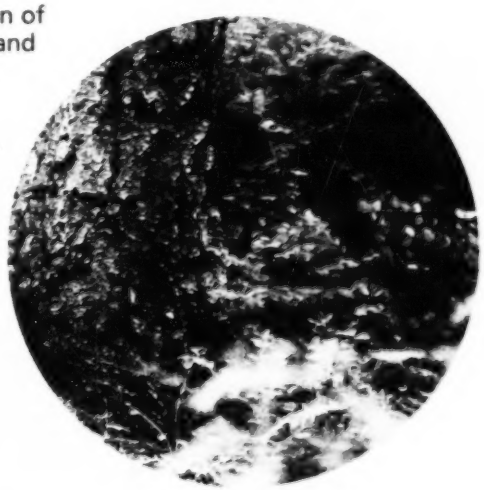
Except for the period from November 15 to April 1, you must obtain a burning permit from your district office. You are liable and responsible for any fire originating on your premises. You must keep your lot free of brush and other debris that may constitute a fire hazard.

In wooded districts, Manitoba Conservation is responsible for fighting forest fires, but has no capability to fight structural fires. In some areas, a volunteer or municipal authority with fire-fighting responsibilities may provide additional services.

For safety, find out who is responsible in your area and post their phone numbers, with other emergency numbers, in a conspicuous place as you would at home.

Flammable Materials

You are responsible for storing flammable materials safely, based on regulations under *The Environment Act* and other acts.



Land Rental

An annual land rental fee is charged to each leased or permitted cottage. The fee is currently based upon the 1981 appraised value of the cottager's raw land.

Manitoba Conservation will conduct a pilot project to re-appraise the raw land of cottage lots in selected small subdivisions. The department will then be working towards re-appraising all lots.

Park Districts Service Fees

What Services are included in the Park Districts Service Fees?

- Water supply, sewage disposal, garbage handling and maintenance of roads maintained by Manitoba Conservation.
- Emergency services, neighbourhood watch programs, docking facilities for remote cottages and street lighting.
- Capital improvements, administrative and other costs incurred in a park district.

You pay only for the services that are available to you. If a service is not available, you are not charged for it. The new fees do not include costs for such services as interpretive programs, problem wildlife control, campground and day use programs, wildfire detection and suppression and public recreational facilities.

Reviewing Park Districts Costs and Budgets

You have an opportunity to review the level and cost of services provided to you on an annual basis. Manitoba Conservation has established committees, composed of cottage association members and operators, to review park district services and costs within larger districts.

In smaller districts, meetings are held with local cottage organizations and businesses. They have reviewed costs from previous years, and budgets for the coming year, paying special attention to capital improvement projects. In many cases projects have been added, deleted or amended, based on advice that has been received. However, some projects are necessary to maintain minimum safety, environmental or park standards.

On February 1 each year, Manitoba Conservation sends every cottager an information sheet showing how the service fee for each cottage or business is calculated. For further details, two financial statements, the "Park Districts Annual Summary of Costs" (the annual operating costs for each park district) and the Park Districts "Annual Budget" (which outlines the costs expected for the coming year) are also available. You can pick up copies at local Manitoba Conservation offices and at Parks and Natural Areas Branch offices.

Cottagers may then comment about the level and cost of "municipal-like" services they receive. After all comments are received, the minister reviews the budgets, including levels and costs of services, and establishes service fees for the year.

Bills are sent annually to cover the period from April 1 to March 31 the next year. These bills include a service fee, land rental fee and (in some cases) a Chief Place of Residence Levy and fees for miscellaneous structures on the public reserve such as docks and boat houses. They are sent by October 1. Manitoba Conservation changed the annual billing date from May 1 to October 1 several years ago.

Cottage-Based Businesses

Businesses being run from cottages are present within most provincial park cottage subdivisions. A few businesses have occasionally caused conflicts with nearby cottages. Generally, however, they have been welcomed by their neighbours, and have provided valuable services to fellow cottagers.

Manitoba Conservation now requires existing cottage-based businesses to register, and has established a process that future such businesses must follow before becoming established. All businesses that have not already done so **must** submit a registration form to a Manitoba Conservation office. Forms are available from Parks and Natural Areas Branch. There is no registration fee.

Anyone who receives remuneration for providing goods or services to others, and conducts some of the activities associated with providing those goods and services at a vacation home lot, is considered to be running a business at that vacation home lot, and must register.

Any cottager wishing to begin or register a business needs to obtain:

- the written support of the local cottage association;
- the written support of all immediate neighbours who may be impacted; and
- written authorization from Manitoba Conservation, through the local Natural Resource Officer.

The Director of Parks and Natural Areas Branch may then authorize the business to operate.

Cottage Insurance

Have you wondered about what is a reasonable amount of liability insurance to carry on the insurance policy covering your cottage? Manitoba Conservation has seen some large liability claims come forward in recent years, and we advise cottagers to consider a minimum of $2 million of general liability insurance. At the very least, you should be carrying $1 million. If the worst happens and someone suffers a severe injury at your cottage, by carrying sufficient liability insurance you will be protected from the financial consequences.

Any cottager signing a new lease will find that the new standard cottager's lease now requires a minimum of $1 million of liability insurance. We strongly recommend you discuss your insurance requirements with a licensed insurance broker to ensure you have adequate liability insurance for boats, snowmobiles or other equipment that may be used at your cottage.

A Message from Manitoba Hydro

Manitoba Hydro has requested that a message should be passed along to cottagers about providing power to pump houses and other structures along the lake shore. This especially applies to backtier cottagers who may have lengthy cables leading to their pump houses.

Some cottagers have installed these cables using indoor wiring, simply laid across the ground. The Manitoba electrical code requires specific outdoor wiring products to be used. They should generally be buried and sufficiently protected, or otherwise made to comply with the code. Cottagers should consult their local Manitoba Hydro office to obtain further information.

Inspectors may be conducting inspections in areas where improper installations may exist. Unsafe installation, especially near water could easily result in a severe accident, or even a fatality. Manitoba Hydro thanks you in advance for your co-operation in this matter.

Another note: At various times of the year Manitoba Hydro conducts hydro line maintenance that may involve tree removal, pruning etc. to protect hydro lines from falling or overgrown trees.

Garbage

The issue of garbage handling is becoming more and more important to cottagers. Service fee increases may continue because of changes in garbage management. Some of these increases could be reduced if everyone contributed to wise garbage management.

Recycling

Where recycling programs exist, take advantage of them. A large proportion of the "raw" garbage now produced could be recycled. When depositing your garbage at a disposal ground, separate it as instructed at the site. If this is not done, costly separation of garbage is often required.

Old Appliances, etc.

Many cottagers have seen others disposing of old appliances, mattresses, furniture, etc. at garbage cages. Derelict cars and old refrigerators have even been left at disposal grounds. The costs of dealing with such items are high and add to everyone's fee. Collecting and transporting such garbage is expensive. Please take larger items directly to your local transfer station or disposal ground.

Scrap Metal, Brush

Take your scrap metal and large pieces of debris to the appropriate garbage dump in your area. It is also important to take your brush to a local brush dump. In some areas, cottagers have piled brush along local roads or in other areas close to cottages. Manitoba Conservation must then haul it away, and add the cost to service fees. If necessary, ask at your district office for instructions on disposing of such materials, and of domestic garbage where central containers are not provided.

New Garbage Standards

Some current disposal grounds no longer meet today's environmental standards. Manitoba Conservation has established new transfer stations and disposal grounds in some areas, and is in the process of establishing more in some other areas. In some cases garbage is hauled longer distances to approved central disposal grounds.

Transfer Stations

New transfer stations and disposal grounds can cost more than $100,000 to build, and sometimes require a full-time operator. Less garbage means less hauling and tipping fees, which in turn means lower service fees for cottagers under the Park Districts system. Please do your share.

In districts where major changes in garbage handling may take place, Manitoba Conservation will consult with representatives of cottagers and operators to discuss the details of the changes being considered.

Tear-down Construction Material

Tearing down or altering your cottage can produce a large amount of mixed material, such as asphalt, old lumber, drywall, concrete, etc. you must obtain a work permit that will specify how to handle and dispose of all the old material. You are also responsible for obtaining such a permit if you have hired a contractor to do the work for you.

In some areas, you or your contractor may be limited as to the amount of tear-down material that is allowed in the local transfer station or disposal grounds. You may have to arrange for hauling and disposing of the material at an alternate site outside a provincial park.

All Terrain Vehicles

Use of ATV's in provincial parks is restricted. Please consult your local Manitoba Conservation district office for details.

Winter Roads, Ice Clearing

Anyone wishing to create a winter road, or otherwise clear snow from an ice-covered waterbody must first obtain a work permit from the local Manitoba Conservation district office.

Developing Your Lot

Site Plan Permit

A **site plan permit**, available from Manitoba Conservation, is needed to construct a new building, alter or add to an existing building or structure, or create a driveway or other development in a provincial park. You must also obtain a **building permit** from Manitoba Labour (see page 25). You should allow four to six weeks to obtain these two permits.

Permit Expiry

After you obtain a Site Plan Permit, erection or construction of a building, structure or work must begin within six months of the date of the permit and be completed within 12 months of that date. Authorization for construction expires after those time periods.

Special Areas

Special development guidelines apply to areas such as Grand Beach Provincial Park, the Hecla Historic Village, and the Falcon Creek Subdivision (formerly known as the Falcon Lake Staff Trailer Village.
(see page 21 and 23).

Note: all building areas referred to in this handbook are calculated using the outside dimensions of the building plus, where eaves exceed a width of 2 feet, that area under the excessive portion of the eaves.

Lot Development Conditions

One Vacation Home

Only one vacation home is allowed per lot (except the Hecla Historic Village).

Minimum Size

The minimum size for a vacation home is 480 square feet (45 m^2).

Guest House

One accessory building may be used as a guest house or for sleeping accommodations. The maximum size (roofed area) of such a building, including all sleeping, habitable and storage area cannot exceed 480 ft^2 (45 m^2), and can be on only one level. Open or screened porches, or other attached roofed areas are also included in determining the size of a guest house, and count toward the maximum allowed size. These guidelines also apply to guest houses built as second storeys of boat houses, garages or other structures.

Buildings on Public Reserve

Where buildings are permitted on the public reserve, the aggregate maximum size of all those buildings located on the public reserve area in front of a lake front lot is 600 ft^2 (56 m^2) on one level.

Footprint, Maximum Development

The maximum aggregate size (the "footprint") of the vacation home and all accessory buildings on a lot, including buildings on the adjacent Crown reserve is 20 per cent of the total area of the lot, up to a maximum of 3,000 ft^2 (278 m^2) on one level. The maximum development on all levels, including the basement, main floor and second storey of the main cottage, and all floors of any accessory buildings, is 6,000 ft^2 (557 m^2).

Maximum Development for Northern subdivisions

In Paint Lake, Baker's Narrows and Clearwater Lake Provincial Parks, the maximum development on all levels is 9,000 ft^2 (837 m^2) for vacation homes having both a basement and a second storey.

Footprint for Rustic Subdivisions

The maximum aggregate size (the "footprint") may be set at amounts lower than 3,000 ft^2 for a few smaller more rustic cottage subdivisions, where a large majority of cottage owners request such a change. Lower maximums are being considered at publication time for Max Lake, Long Lake, Florence and Nora Lakes, Beaver Creek, and Zed Lake.

Two Storeys

Two storeys are the maximum for any part of a vacation home or accessory building. No sun decks, towers, or other significant structures are allowed on the roof of a second storey.

Basements and Two Storeys

Either a basement or a second storey, but not both, is allowed where site conditions are suitable. Basements and second storeys are allowed in Paint Lake, Bakers Narrows, and Clearwater Lake Provincial Parks only.

Basements – Definition

In order for a storey of a cottage to be considered a basement, it must not protrude more than an average of 3 ft. (91 cm) above the surrounding natural grade, and no part of it can protrude more than 5 ft. (152 cm) above the natural grade at any given point. If all of this storey has a ceiling height less than 5 1/2 feet (1.65 m), it is considered a crawl space, not a basement.

Two Storeys – Definition

Similarly, any area in a second storey with a ceiling height higher than 5 1/2 feet (1.65 m) counts as developed area. No more than 480 ft² (45 m²) of the second storey of a garage may exceed 5 1/2 feet (1.65 m) in height.

Decks

If you are constructing a stand-alone deck or an accessory building of less than 108 ft² (10 m²), you do not need a Building Permit from Manitoba Labour, but you must obtain a Site Plan Permit.

Temporary Structures

Temporary structures made of canvas, fabric and other similar material, often used as sheds or garages, will only be permitted if all affected neighbours provide written support to install such a structure.

A Site Plan Permit is necessary. Manitoba Labour requires that the structural framing for this type of structure must be manufactured from non-combustible material such as metal, and structures must be manufactured and anchored according to manufacturer's specifications. The size of the structure is counted in determining the maximum development allowed on a lot. No temporary structures larger than 500 ft² (46.5 m²) will be permitted.

Blasting

Only in exceptional circumstances will blasting using explosives be permitted to substantially modify building sites on cottage lots. Cottagers are expected to design cottages and other developments that conform to the topography of their lot.

Hot Tubs/Jacuzzis/ Hydro Spas

Hot tubs or Jacuzzi/hydro spas of maximum eight-person capacity are permitted. If water depth exceeds 24 in. (60 cm), Manitoba Labour requires the installation to comply with Part 10 of the Manitoba Building Code.

Also permitted are children's wading pools with a diameter not greater than 8 ft. (2.5 m) and a water depth not greater than 24 in. (60 cm).

Lot holders/property owners assume all risks and liabilities for installing, maintaining and operating these facilities.

Note that waste water from hot tubs, Jacuzzis and hydro spas must be disposed of in an approved manner.

Swimming Pools

Swimming pools are not permitted.

Swimming pool means an artificially constructed basin lined with concrete, fibreglass, vinyl or like material that persons can swim, wade or dive in, with a water depth greater than 24 inches (60 centimetres).

Satellite Dishes and Television Antennas

Satellite dishes and television antennas must be placed where they will have the least impact on the natural environment and your neighbours.

Modular Homes, RTM's

Modular homes may be permitted if they are placed on a foundation that complies with the Manitoba Building Code (see page 25). They must also be designed to resemble a traditional residence when finished, rather than a mobile home.

Ready-to-move (RTM) homes may also be permitted, provided they can be moved to a vacation home lot without excessive removal of trees and other

vegetation. A Site Plan Permit and a Building Permit are necessary.

Remote Wood Heating Units

Wood-fired (or pellet) heating units or boilers, located away from the main residence, with underground piping to transmit heat to a residence, have become popular in some rural areas in recent years.

These units often produce an excess of smoke from low chimneys, and can adversely affect neighbours. They are not permitted in provincial park cottage subdivisions.

Mobile Homes, Vehicles on Lots

You must not occupy, park or erect on your lot any mobile home, travel trailer or other movable piece of equipment for use as a vacation home or other accommodation, except on the Bower Lake mobile home lots and in the Falcon Creek subdivision. Unregistered vehicles may not be stored on a vacation home lot.

Grandfathering

Many structures in older cottage subdivisions do not conform to today's guidelines regarding development in provincial parks. In many cases, these structures pre-date the existence of established guidelines.

At the discretion of Manitoba Conservation, structures that do not conform to existing guidelines and that pre-date 1996 may be allowed to remain. Such structures are reviewed on a case-by-case basis.

If such non-conforming structures are "grandfathered", i.e. allowed to remain, re-construction, replacement, alteration or major repairs cannot be performed on them, and they must be demolished or relocated when re-construction, replacement or major repairs are necessary. Only minor or superficial repairs are permitted to such non-conforming structures.

Insecticides/Herbicides

You must have a permit to use chemicals for controlling insects or vegetation (other than domestic products for small-scale household or garden use).

Commercial insecticide or herbicide applicators also need a permit. Permits are available from the Director of Parks and Natural Areas Branch.

Tree Removal

Removing Trees from Your Lot

You may remove trees on your lot without first obtaining a Site Plan Permit. However, in some districts, a Work Permit is necessary from your local district office. In any case, you should be considerate of your neighbours before removing any trees, other than dead trees from buffer zones around the edge of your lot.

Note: you may not use the side buffer zones on your lot for storage of vehicles, or any other items.

Removing Trees from the Public Reserve

You must obtain a permit from your Manitoba Conservation district office to remove trees that are not on your lot, but are on the public reserve, or have any other concerns.

Trees Used for Commercial Purposes

You must obtain the necessary permits from your local Manitoba Conservation district office before having trees removed from your lot, if the wood will be used for commercial purposes.

Variances

If an owner or occupier of a lot applies, Manitoba Conservation may vary any of the requirements for cottage development.

Some of the maximum development sizes listed in this publication may be increased by 5 per cent if you have the written support of your neighbours.

The minister may appoint persons to act as an advisory committee with respect to variances and issues pertaining to cottage development.

The Whiteshell Advisory Board has been appointed to act as an advisory committee for matters relating to cottaging in the Whiteshell. The board is asked to consider matters dealing with development related to cottage lots, where interpretation of the existing guidelines is not clear-cut.

Buffer Zones and Variances For Buffer Zones

Buffer strips are important to provide privacy on your cottage lot and to minimize the disturbance that one neighbour might cause another.

The following information summarizes how variances will be issued for construction or development in buffer zones on cottage lots and on public reserve areas in front of lake-front cottage lots in provincial parks, except in Grand Beach Provincial Park and the Hecla Historic Village Area.

Construction or development includes buildings, structures, and any permanent development such as decks or docks, for which Site Plan Permits and Building Permits are normally issued. Driveways are also included, although the only permit normally needed is a Work Permit from the local district office.

Building eaves that are no more than 2 feet wide are not considered when determining whether construction is located within a buffer, or on the public reserve behind, or in front of a lot. Any portion of an eave greater than 2 feet in width is considered. Similarly, only concrete footings that project more than 1 foot above grade level or more than 2 feet past the outside wall are considered. Development does not include wood-piles or other obviously non-permanent features, for which permits are normally not necessary.

On lots that are at least 90 feet wide, buffer zones are defined to be 15 feet wide on each side of the lot. On lots less than 90 feet wide, side buffer zones are 10 feet wide. Buffer zones on the front and back of cottage lots are 15 feet wide. No construction or permanent development is permitted within buffer zones unless a variance is obtained as outlined below.

Side Buffers

For lots at least 90 feet wide, the local Natural Resource Officer may grant a variance on-site to a lot holder, to reduce the side buffer from 15 feet to no less than 10 feet. No formal variance form is usually necessary, and no fee is required. On lots less than 90 feet wide, there are no provisions for the local officer to reduce the side buffer on-site.

For a side buffer to be reduced from 10 feet to no less than 5 feet, a lot holder must formally apply for a variance, and must pay the fee, currently set at $50 (+ $3.50 GST). The lot holder must obtain the written support of the local officer and the immediate neighbour on the affected side.

Where the lot is adjacent to a parcel of crown reserve, permission must still be obtained if the reserve is a relatively narrow public area or lane (less than 20 feet wide), or if the nearest neighbour could, in the opinion of the local officer, be affected by the proposed new development.

If there are no nearby neighbours on that side, then only the permission of the local officer need be obtained. Variances to reduce a side buffer to less than 10 feet will not be issued where a neighbouring lot is vacant and available to the general public.

Manitoba Conservation will not consider reducing a side buffer to less than 5 feet without a lot holder first obtaining a recommendation to do so from a local variance committee. No development will be considered on adjacent lots or on the public reserve on either side of the lot.

Front and Rear Buffers

For lakefront lots, the front of the lot and the front buffer is generally considered to be the buffer on that end of the lot facing the lake. For backtier lots, the front buffer is generally considered to be that end of the lot facing the access or block road.

Natural Resource Officers will normally grant on-site variances to reduce front, rear or side buffers from 15 feet to no less than 10 feet. Front and rear buffers may be reduced to 0 feet (no buffer) by formally applying for a variance (and paying the $50 + $3.50 fee) and obtaining the written support of both neighbours and any other affected parties.

A variance, and neighbours' and other affected parties' written support, is also necessary for construction of decks (whether or not they may be attached to the cottage) on the public reserve in front of lake front lots.

When dealing with front buffers, other affected parties may include other lake front lot holders who are visually impacted. When dealing with rear buffers, other affected parties may include any backtier lot holders who may be nearby.

Where, in the opinion of the local officer, neighbours are not impacted, a variance and written support of the neighbours may be waived for development in front or rear buffers, or for decks on the public reserve.

With the exception of specific structures which are allowed to be built on the public reserve in front of lakefront cottages (docks, boat houses, pump houses, decks and stairs, gazebos, small sheds) no development will be allowed on the public reserve in front of, or to the rear of, a lot. However, driveways will be allowed where authorized by a work permit issued by the local officer.

Where lot holders propose to build a garage with the doors facing the access or block road in the buffer adjacent to the road, the garage doors should be built no closer than 15 feet to the road surface, regardless of where in the buffer the garage may be located. This stipulation will reduce problems associated with entering roadways from the garage, opening garage doors close to the road, and parking vehicles close to the road.

In addition, rear buffers will not be reduced to 0 feet where lot lines are very close to the access or block road. As a general rule, structures or other development should not be located closer than 10 feet to a road.

Multiple Variances

When an application is received to obtain variances for more than one buffer at a time, each variance will be considered separately and independently. For example, no additional conditions or fees will be required if a lot holder simultaneously applies for variances in the side and front buffer at the same time.

Only one $50 (+$3.50 GST) fee will be required if the lot holder applies for the multiple variances at one time and no additional inspections are required by the local officer.

Miscellaneous

The above guidelines for buffer zones and variances apply equally to development on the public reserve in front of lake-front lots, using the projected side lot lines.

Where the projected lot lines are not parallel and approximately perpendicular to the lake shore, the local Natural Resource Officer will make a case-by-case judgement to best apply the guidelines.

Similarly, where unusual lot configurations make the above guidelines difficult to apply, officers will make case-by-case judgements to best apply the guidelines.

Exceptions to all of these guidelines will not normally be granted, and in any event will not be considered, without a lot holder first obtaining a written recommendation of support from a local variance committee.

If you apply for a variance, and need support of your neighbours you may wish to use the following sample.

Letter of Support

Applicant: Please have your neighbour(s) complete this **Letter of Support** and attach it to your variance application for your proposed building and/or reduction of a buffer strip:

I/We _____ of Block _____ Lot _____

Plan _____ Lake _____ have no concerns regarding the proposed

construction located at Block _____ Lot _____ Lake _____.

Please provide a brief description of the proposed work (e.g. construction of boathouse 5 feet from the lot line, oversized total development on the lot is 3100 ft², etc.):

_____

_____

_____

Signature(s) _____ _____

Working Near Water

(including building docks and boat houses)

As a cottage owner you should have received information in the past from the Government of Canada, Department of Fisheries and Oceans. In order to safeguard and protect fish habitat, this agency wishes to review any applications for activities in any provincial park that may occur below the normal high water mark of a waterbody.

Cottagers and others in provincial parks who plan to build or renovate a boat-house, dock or other structure, or who want to make changes to their shoreline, such as adding fill, cobble, rip-rap, etc., will still need a Work Permit, and a Site Plan Permit for new construction from Manitoba Conservation.

Manitoba Conservation will only issue permits when satisfied that conditions acceptable to the Department of Fisheries and Oceans have been met.

Shoreline Changes

Lakefront lot holders are not permitted to do work, including minor work, on the shoreline to add fill or rip-rap, create beaches or storage basins for boats, etc. unless approvals are first obtained from Fisheries and Oceans, Canada. If approval is obtained, you must then obtain a Work Permit from your Manitoba Conservation district office before you conduct such work.

Groynes and Breakwaters

No further construction or repairs of groynes or breakwaters, whether made of natural or man-made material will be allowed in front of vacation home lots in provincial parks.

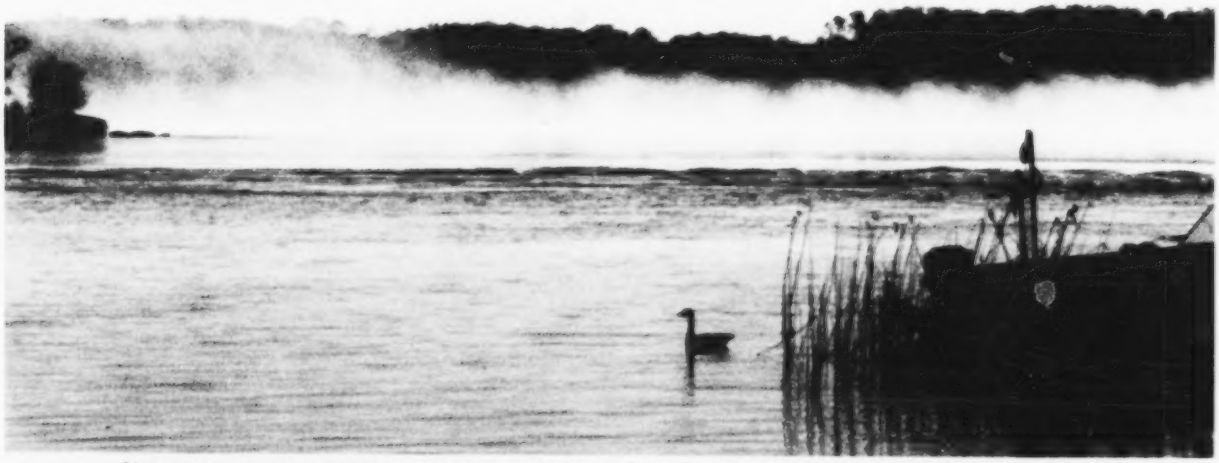
Aquatic Vegetation Control

Any use of chemicals or other products to control water plants must first be approved by Manitoba Conservation, Environment Division. Please contact your local environment officer.

Submerged Heat Exchangers

Technology has recently become available to submerge heat exchange piping in a water body, and cool or heat a nearby residence. The piping is filled with a variety of media.

If the piping is not a navigation, swimming, or other safety hazard, and if the medium used is not a water quality hazard, a permit may be issued to install such devices. Permission may also be required from Fisheries and Oceans, Canada.



Nature never wears a mean appearance. Neither does the wisest man extort her secret, and lose his curiosity by finding out all her perfection. Nature never became a toy to a wise spirit.
Ralph Waldo Emerson (1803-1882)

Docks

Before you install a dock in front of your cottage, or on any other site where a dock may be allowed, you must first contact Manitoba Conservation to obtain the necessary permits and have the location approved.

The same applies if you are constructing waterfront decking, or replacing or enlarging a dock. You can make repairs to the decking or surface of a dock without approval – provided the repairs do not change the size or location of the dock.

Although detailed construction plans are not required for docks, your plans must show:

- location of the dock in relation to your side buffer strips;
- width, length and other key dimensions; and
- general construction features (e.g., wood decking, and stringers supported on rock-filled timber cribbing).

You are fully responsible for the structural adequacy and safety of the dock.

If you have a backtier or remote cottage, the location of your dock is subject to the same restrictions as the location of a boathouse.

Only wooden pole docks are allowed in the Hecla Village. Only wooden pole docks and other removable docks are allowed elsewhere on Hecla Island. Written support must be obtained from affected neighbours if the removable dock can be viewed from the neighbour's lot.

Dock sites are subject to annual rental fees.

Public Lanes

In general, the only development allowed on public lanes that currently exist between adjacent cottage lots will be the construction of minor structures such as pump houses, under the authority of a Site Plan Permit.

In the past, docks, boathouses or other such larger structures built in these areas have led to many conflicts between cottagers.

Privately Built Roads on Public Reserve

An owner or occupier of Crown land within a provincial park who wishes to build and maintain a private road on Crown reserve (other than short driveways leading to a single cottage) shall:

Application

Complete an application for permit and a plot plan indicating the exact location of the proposed road.

Work Permit

Upon approval, obtain a Work Permit from the local Manitoba Conservation district office.

Timing

Indicate the timing of the proposed construction and the construction methods to be used on the road.

Other Park Users

Not allow the road to adversely affect other park users.

Appeals by Others

If the proposed road construction may affect other park users in the immediate vicinity, inform those people potentially affected by the proposal and provide an opportunity to appeal the decision. This appeal may be heard by a board appointed by the minister. The minister or his designate will make the final decision.

Road Agreement

If the applicant is more than one cottager, submit a Road Agreement at the time of application, signed by all members of the group, and the name of a contact person. (Manitoba Conservation assumes no responsibility for liability associated with a privately built road.)

Gates

Only in special circumstances and only with written permission, in the form of a contract or Road Agreement signed by the Crown, may the permittee of a private road place a gate on the road or otherwise prevent use of the road by the general public.

Other Traffic

Under normal circumstances, other traffic and other cottagers may use a privately built road across Crown land, and no compensation will be provided to the former road users and builders.

Licence

Note: a licence issued by Manitoba Conservation, Environment Division may be necessary in order to construct a road.

Boathouses Prohibited in Some Areas

Boathouses and similar buildings are not permitted on the public reserve in Hecla/Grindstone and Clearwater Provincial Parks. Allowable lakefront building development for a lake shore lot is limited to one pump-house or equipment storage shed with a floor area of no more than 64 ft^2 (5.9 m^2).

Docks for Backtier and Remote Cottages

Criteria

If you have a backtier or remote cottage, you may be permitted to build a dock in a designated area. In some districts, you may have to share your dock with another backtier cottage or a group of backtier cottages. Whenever possible, existing docks will be allowed to remain.

Conditions

All existing docks permitted to backtier or remote cottages must be part of the sale of the cottage or be forfeited. Applicants must be the owner/occupier of a lot on the same lake for which they are applying for a permit.

Only one permit (slip) will be permitted per cottage. If there is not sufficient Crown reserve in a particular area to permit individual dock sites, any new applications meeting the criteria will be required to share an existing site.

Every cottager maintaining a boat slip at a shared dock site must apply and pay annual fees. One person per shared dock is to be appointed as a contact person. The contact person is to ensure that the structure and appearance of the dock are properly maintained and kept in a safe condition. Annually, the contact person is to supply Manitoba Conservation, a list of all slip holders at their shared dock site.

Manitoba Conservation may determine the length and specific location of the dock. The dock should be removed as much as practical from projected lines of nearby lots.

A boat slip must be part of the sale of the cottage with which the slip is associated, or be forfeited.

You must submit an application for permit, a site plan and a sketch indicating how the dock will be constructed to Parks and Natural Areas Branch in Winnipeg. The local Natural Resources Officer will do a site-location approval before any permit is issued.

A dock must be constructed on site within one year of the date of the permit. These docks or any other structure belonging to a backtier cottager must display the block and lot number of the permittee.

All rights to occupy a dock site will be cancelled if the holder fails to comply with this policy or any applicable acts and regulations, or if the site was obtained by misrepresentation of any facts.

Boathouses for Backtier and Remote Cottages

Criteria

No new sites, other than in approved boathouse channels, will be allocated for backtier or remote cottagers *to construct a boathouse*. All existing boathouses will be allowed to remain.

Conditions

All existing boathouses permitted to backtier or remote cottages must be part of the sale of the cottage or be forfeited.

If you have a backtier cottage, you may be able to build a boathouse in a location designated as a special area for boathouses, such as a boathouse channel, if a site is available.

If you have a remote cottage, you may build a boathouse only on your lot or on the public reserve in front of your lot.

Every boathouse site is to be identified with the permittee's lot and block number.

The permittee is to ensure that the structure and appearance of the boathouse are maintained and kept in a safe condition.

Wells

If you plan to install a well, choose a location where water quality will not be affected. Install it away from your sewage disposal system and your neighbours, a marsh, a drainage route – and even the lake. Wells are not permitted in subdivisions where a central water system is present.

See the Sewage Disposal section of this booklet for required distances from sewage disposal systems. To install a well, other than on your surveyed lot, you must obtain a special permit and approval of the location from your Manitoba Conservation district office.

Water Lines

If you are a backtier cottager, and propose to run water lines from the lake to your cottage lot across the public reserve or road right-of-way, you must obtain a special permit and approval of the location from your Manitoba Conservation district office.

Swim Platforms

You must obtain a permit before installing a swim platform in front of your cottage. Only qualified lakefront cottagers may obtain such a permit. A swim platform means any structure, not attached to the shore, placed in the water.

The final approving authority for swimming platforms is the Canadian Coast Guard, Fisheries and Oceans Canada. Before seeking Canadian Coast Guard approval, cottagers within a provincial park must first apply for a Crown Land Permit from Manitoba Conservation. Anyone wanting to install or re-install a swimming platform must complete this application, and a site plan describing the location and size of the swimming platform.

Swimming platforms can be a potential hazard to boaters, and can also lead to water-based accidents for children or other swimmers. Permits for swimming platforms require a minimum of $2 million of general liability insurance. Please contact Parks and Natural Areas Branch or your local Manitoba Conservation district or regional office for more information.

Sewage Installation Permits

An installation permit and registration with Manitoba Conservation, Environment Division are required before any work is carried out on a private sewage disposal system. Application forms are available at Parks and Natural Areas Branch in Winnipeg, or at your local Manitoba Conservation district office. See Planning and Installing a Sewage Disposal System Section for further information (see page 27).

Cottage Addresses

Manitoba Conservation strongly recommends displaying your address (a lot and block number in most cases) at your cottage, This can be very important if an emergency services vehicle is trying to find your cottage. Posting an address also makes it much easier for service staff and other visitors to find your cottage location.

Building on Public Reserve

Allowable Structures

On lakefront lots, the following accessory buildings are allowed on the public reserve: a boat-house, storage shed, pump-house, sauna, gazebo or roofed boat slip.

Maximum Development

The aggregate floor area of all buildings located on the public reserve in front of your lot cannot exceed 600 ft^2 (56 m^2) on one level. Docks, decks and second storeys are not included in this calculation.

Note: these structures on the public reserve are generally subject to an annual fee.

Building Location

Accessory buildings on the public reserve must be located within the projected lot lines on the public reserve area in front of your lot (or the area designated by Manitoba Conservation for some irregularly shaped lots).

Boathouse Roofs

You can use the roof of a flat-roofed single-storey boathouse as a completely open sundeck with a perimeter protective guard, provided your cottage lot is designated lakefront.

You must however, apply for a variance and obtain the support of your neighbours for such a sundeck.

Hecla/Grindstone

No accessory buildings, except gazebos and pump-houses, are allowed on the public reserve in Hecla/Grindstone Provincial Park. Further restrictions apply in the Hecla Historic Village. Boathouses are not allowed in Hecla/Grindstone Provincial Park.

Two Storey Boathouses

In Whiteshell and Moose Lake Provincial Parks, in some circumstances you may build a second storey on a boathouse. Any habitable space cannot exceed 480 ft^2 (45 m^2). In order to do this, you must obtain the approval of your neighbours in writing and apply for a variance. The second storey is not included in the 600 ft^2 (56 m^2) maximum development allowed on the public reserve.

No Boathouse Plumbing

No plumbing fixtures and sewage disposal facilities are permitted in a boathouse or any other structure located on the public reserve. No habitable space may exist on the public reserve, except as a second storey on a boat-house, as outlined above.

Boathouses for Backtier Cottages

If you have a backtier cottage, you can build a boathouse only in a location designated as a special area for boathouses, such as a boathouse channel, if a site is available and you meet the criteria.

Boathouses for Lakefront Cottage

If you have a remote or lakefront cottage, you may build a boathouse only on your lot or on the public reserve in front of your lot.

Docks for Backtier, Remote Cottages

If you have a backtier or remote cottage, you may be able to construct a dock in a designated area. In some districts, you may have to share your dock with another backtier cottager or a group of backtier cottagers. These docks, or any other structure belonging to a backtier cottager, must display the block and lot number of the owner.

Site Plan Permit Needed

A Site Plan Permit is necessary to construct any of these public reserve structures.

Use of the Public Reserve in Front of Lakefront Cottages

In general, the public reserve in front of a lakefront cottage is recognized as being primarily for the use of the cottage owner, but:

Rectangular Lots

In the case of approximately rectangular lots, where one side of the lot is approximately parallel to the lake shore, the public reserve on which the cottager has primary use is that area enclosed by projecting the lot lines to intersect the shore.

Non-Rectangular Lots

For non-rectangular lots, the length of lake shore to which the cottager has primary use generally shall not exceed the width of the lot.

Converging Lot Lines

For non-rectangular lots where the lot lines converge to provide little or no shoreline for the primary use of the cottager, or where only one lot line intersects the shore, site-specific interpretation of the primary-use area will be made by Manitoba Conservation staff.

Guidelines for Use

Where an area is recognized as being primarily for the use of a lakefront cottager, the following guidelines apply.

- Other people may walk across the area while reasonably and conveniently on their way to another destination.
- Boats may land on the area only under unusual or emergency circumstances.
- Other people may not sunbathe, fish, loiter, etc.
- Only the lakefront cottager may be permitted to construct any infrastructure (docks, boathouses, pump-houses, etc.) on that part of the public reserve.

Grand Beach Provincial Park

The guidelines for Grand Beach have been amended to establish acceptable maximum exterior dimensions for cottages in Grand Beach, allowing cottagers to have one and a half storey cottages with a usable upper level. Some limitations on exterior cottage size are necessary to recognize the relatively small lot sizes, the high density nature of the Grand Beach cottage subdivision, and the population increase that will result in the sub-division from the construction of larger cottages. No variances are issued for Grand Beach.

1. Minimum vacation home size/2 exit doors

The minimum allowable floor area of a vacation home at Grand Beach is 320 ft² (29.7 m²). At least two exit doors out of the cottage at different locations are recommended.

2. Maximum building coverage

The total footprint of a vacation home (single-storey or 1 1/2-storey units), including all roofed porches (but not including un-roofed decks and patios), may be 30 per cent of the total area of the lot to a maximum of 922 ft² (85.7 m²) (this applies only to lots with a gross area of 3,075 ft² (285.7 m²) or more).

30′ x 75′ lot	-	30% of 2,250 ft²	=	675 ft² (62.7 m²)
33′ x 75′ lot	-	30% of 2,475 ft²	=	742 ft² (68.9 m²)
38′ x 75′ lot	-	30% of 2,850 ft²	=	855 ft² (79.4 m²)
41′ x 75′ lot	-	30% of 3,075 ft²	=	922 ft² (85.7 m²)
33′ x 100′ lot	-	maximum size	=	922 ft² (85.7 m²)

Furthermore:

(a) The outside stud line (i.e., the outer edge of exterior 2 x 4 wall framing) shall be used in calculating total footprint.

(b) All ground areas covered by a roof shall be included in floor area calculations, except for normal eaves and overhangs up to 2 ft. (61 cm) wide.

3. Outbuildings

The maximum outbuilding coverage per lot is 80 ft² (7.4 m²) and is limited to one single storey storage shed, with the maximum side-wall height not exceeding 8 ft. (2.4 m) above existing grade level. This accessory building is not used in calculating the maximum aggregate size of development on the lot. However, this allotment cannot be used to increase the allowable vacation home size. Two-level outbuildings are not permitted. The provision of a toilet and washroom facilities as part of the storage shed is permissible if all other requirements, including those under *The Environment Act*, are met.

4. Patios

Patio and deck sizes are no longer restricted (provided they are not roofed).

5. 1 1/2-storey units

(a) The maximum allowable height of the main floor, measured from the top of the main floor to the top of the floor of the second storey is 10 feet (3.05 m).

(b) The maximum allowable height of the second floor, if present, measured from the top of the second floor to the exterior peak of the roof is 12 feet (3.66 m).

(c) The maximum allowable roof pitch is 12:12. At least two opposing sides of the roof must be pitched, and the base of the pitched roof sides must be immediately next to the second storey floor joists.

(d) A maximum of two dormers are allowed, each with a maximum exterior width of 7 feet (2.13 m).

Note: No maximum square footage exists for the interior size of the second storey of a 1 1/2 storey vacation home, provided the exterior size of the building conforms to the specifications listed above.

For complex designs, where the application of these guidelines is not clear-cut, case-by-case interpretations will be made by Manitoba Conservation so as to be consistent with the intent and principles of these guidelines. The overall cottage volume of a complex design should not exceed that usually allowed by the above guidelines.

6. Crawl spaces and basements

(a) The maximum allowable crawl space (pony wall) height from the average existing natural grade level to the bottom of the main floor joists is 3 feet (.91 m), or 4 feet (1.22 m) to the top of the joists.

(b) No basements may be built, or excavation may take place, except minimal excavation on sloped sites where the volume of built-up material is at least equal to the volume of excavated material; or in situations where the original height of the grade is restored with alternate material (e.g. if top soil and organic material is removed beneath the building).

(c) Installation of sump pumps will normally not be allowed and will require special approval if they are needed in unusual circumstances.

7. Fences

(a) Fences must be located no closer than 12 ft. (3.7 m) from the surveyed front lot line.

(b) The maximum allowable fence height in front of or beside a cottage is 4 feet (1.22 m).

(c) The maximum allowable fence height allowed on the side of a lot behind a cottage, or along the back of a lot is 6 feet (1.83 m).

8. Cottage location and side-yard limitations

(a) All development, including decks, landings, stairs, roof overhangs, etc., shall be within lot boundaries and as set out below.

(b) When a cottage is placed on a lot, it must be aligned visually with the rest of the cottages on the street in question, and must be within the range of 18-25 ft. (5.5-7.6 m) from the front lot line, unless otherwise specified by Manitoba Conservation. Any variation owing to natural features or existing circumstances shall be at the discretion of the Director of Parks and Natural Areas Branch.

(c) Decks must be located no closer than 12 ft. (3.7 m) from the surveyed front lot line.

(d) A new cottage or cottage addition shall be located so that no exterior sidewall is closer than 4 ft. (1.2 m) to the adjacent side lot line of a neighbouring lot. This is in keeping with fire safety measures as specified in the Manitoba Building Code.

9. Sidewall window and screened area limitations

(a) Manitoba Building Code requirements that apply to new construction regulate the allowable total window and screened opening area in a cottage sidewall according to the distance of the sidewall from the adjacent side lot line of a neighbouring lot. This distance is referred to below as the "side yard width."

(b) The total area of windows and screened openings in a cottage sidewall that faces an adjacent neighbouring lot should not exceed the areas outlined in the following table. The maximum allowable total areas of windows and screened opening are expressed as percentages of the total areas of the sidewalls in which the openings occur.

(c) Side yard width – 4 ft. (1.2 m)
8 per cent of total sidewall area

Side yard width – 5 ft. (1.5 m)
9 per cent of total sidewall area

Side yard width – 6 ft. (1.8 m)
11 per cent of total sidewall area

Side yard width – 7 ft. (2.1 m)
13 per cent of total sidewall area

Side yard width – 8 ft. (2.4 m)
17 per cent of total sidewall area

Side yard width – 9 ft. (2.7 m)
21 per cent of total sidewall area

Side yard width – 10 ft. (3.0 m)
25 per cent of total sidewall area

Note: As a general guide in calculating window and adjacent sidewall areas for common cottage designs:

I. window measurements are taken from the inside of the window frames (i.e., inside of jamb/sill).

II. sidewall length measurements is the total outside length of the wall, and sidewall height measurement is from the bottom of the exterior wall (ground level if crawl spaces is sheathed) to the finished ceiling height inside.

(d) The lot holder is responsible for ensuring that construction meets these requirements.

Hecla Historic Village Area

Special design guidelines for this area can be found in a separate publication, the *Hecla Historic Lands Design Guidelines,* that is available from Parks and Natural Areas Branch offices in Winnipeg.

Falcon Creek Subdivision (formerly known as the Falcon Staff Trailer Village)

Special guidelines also apply to the Falcon Creek Subdivision and are available from Parks and Natural Areas Branch offices in Winnipeg.

Preparing Your Drawings – the Plot Plan

Before constructing a new building or adding to an existing one, you need:

- two copies of a signed and dated plot plan (the plot plan form shown on the following page is available from Manitoba Conservation for this purpose);
- two copies of your building plans; and
- a Building Permit application form from Manitoba Labour.

A Site Plan Permit can then be issued to you.

Plot Plans

The main purpose of a plot plan is to show the size of the proposed new construction and its position on the lot, including distance from the surveyed lot boundaries, and its relationship to existing development.

Your plot plan must show your lot and adjacent shoreline reserve (if applicable), as well as:

All Existing Buildings

Your plot plan should show all existing buildings, including structures on the public reserve along the shoreline. Label the buildings and structures, and show how far they are from your side, front and rear lot boundaries. Indicate any buildings to be demolished as part of a redevelopment project.

Proposed New Construction

Label and give dimensions of any proposed new construction, and show how far it is from your side, front and rear lot lines. Be sure to indicate if any of the existing buildings or new construction have a basement or second storey.

Sewage Disposal Facilities

Label any existing or proposed sewage disposal facilities. Show how far they are from the lot lines and buildings. See Planning and Installing a Sewage Disposal System Section on page 27 for further details.

Other Lot Development Features

Show other lot development features pertinent to your proposal, such as driveways, drainage channels, trees, wells and large rock outcrops.

Signature and Date

You or your contractor must sign and date the plot plan as part of the location agreement included in the Site Plan Permit application. It acknowledges your commitment and responsibility to build at the location shown on the plot plan.

Sample Site Plan Permit Application Form

Manitoba Conservation — Parks and Natural Areas

Application for Site (Plot) Plan Permit

for Vacation Home Lots

PROPOSED BUILDING

☐	GARAGE (Description)	Sq. Ft.
☒	Main Level — 576	Sq. Ft.
☐	Second Level	Sq. Ft.
☐	Basement	Sq. Ft.
	Sub Total	Sq. Ft.

Total Proposed Building 576 Sq. Ft.

EXISTING BUILDING

Cottage:

☒	Main Level — 888	Sq. Ft.
☐	Second Level	Sq. Ft.
☐	Basement	Sq. Ft.
	Sub Total	Sq. Ft.
☐	Guest House (cannot exceed 480 Sq. Ft.)	Sq. Ft.

Garage:

☐	Main Level	Sq. Ft.
☐	Second Level (cannot exceed 480 Sq. Ft.)	Sq. Ft.
	Sub Total	Sq. Ft.

Storage Sheds:

☒	1 st Shed — 80	Sq. Ft.
☐	2 nd Shed	Sq. Ft.
	Sub Total	Sq. Ft.

Boat House:

☒	Main Level — 360	Sq. Ft.
☐	Second Level (cannot exceed 480 Sq. Ft.)	Sq. Ft.
	Sub Total — 1328	Sq. Ft.

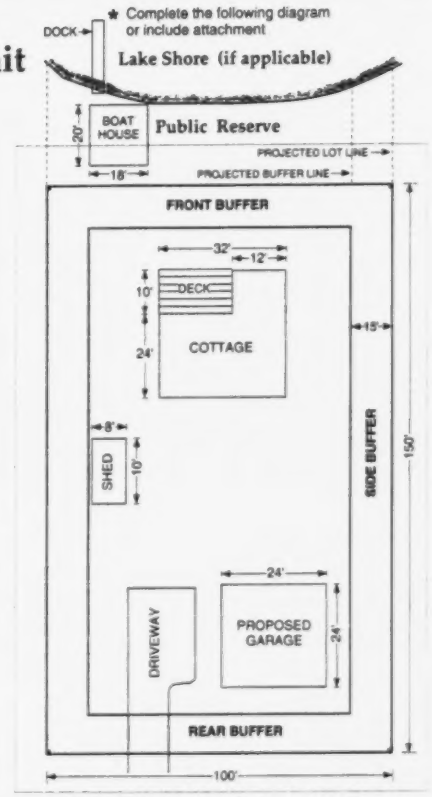
Other Buildings:

☐	(Description)	Sq. Ft.
☐	(Description)	Sq. Ft.

(e.g. Gazebo, Carport / Boatport Pumphouse, Sauna)

Total Existing Building 1328 Sq. Ft.

★ Complete the following diagram or include attachment



If your lot is not rectangular, draw the shape and provide the size of your lot.

Lot No. 8 Block No. 12 Plan No. 1903

CALM LAKE

Sub - Division / Lake

I hereby certify that the information included in the plot plan is accurate and complete.

Signature of Lot holder or Authorized Agent

Date: _____

NOTE: Check appropriate boxes (☐) and provide the requested information. If additional space is required include an attachment. Refer to Cottager's Handbook for conditions for lot development.

Building Permit Guide

Manitoba

Labour Office of the Fire Commissioner	Winnipeg, 510 – 401 York Avenue, R3C 0P8	(204) 945-3322	FAX (204) 948-2089
	Brandon, 1601 Van Horne Avenue, R7A 7K2	(204) 726-6367	FAX (204) 726-6847
	Beausejour, Box 50, 639 Park Avenue, R0E 0C0	(204) 268-6068 (6043)	FAX (204) 268-6045

Information Required when you Apply for a Building Permit

A Building Permit application form must be completed by the owner or an agent of the owner. The following information is required on the application form:

- address and legal description of building location;
- owner's name, address, telephone number;
- designer's name, address, telephone number;
- contractor's or builder's name, address, telephone number;
- use and size of building;
- type of work being done (new, addition, alteration, renovation, repair, etc.); and
- construction information (materials).

Drawings must be submitted with the complete Building Permit application to show what will be built. **The drawings which may be required are listed on the reverse side.** All drawings must:

- show the owner's name, project name, and date;
- be drawn to scale (1:50 or 1/4" = 1') or to suit, and the scale should be noted;
- be blackline or blueline prints on good-quality paper;
- have legible letters and dimensions that can be read from the bottom or right-hand side of the page;
- be marked with the architect's or engineer's stamp, signed and dated (if professional design is required-see information below); and
- clearly show the locations of existing and new construction for additions, alterations and renovations.

Professionally sealed plans, plus certification of on-site field review by an architect or engineer licensed to practise in Manitoba, are required for:

- preserved-wood basement foundations;
- concrete footings and foundations for houses with any wall over 40 ft. (12.2 m) in length;
- any building other than a single or two-family dwelling, small residential garage or carport. Any public assembly buildings, such as churches, community halls, beverage rooms, restaurants, schools, arenas and stadiums;
- any institutional building; and
- any high-hazard industrial building, such as bulk plants for flammable liquids, chemical manufacturing or processing plants, grain elevators and spray painting operations.

You may need approval from other jurisdictions/agencies for development permits, elevators, gas appliances, boilers, electrical systems, environmental discharge, etc. Send applications for these approvals to the appropriate authority.

Drawings to be Submitted With Permit Application

Following is a list of drawings that may be required when you apply for a Building Permit. Information typically shown on these drawings is listed, but other information may be added if necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

Site/Plot Plan – building address, street names, size of the site, size of the building(s), description of building(s) (both existing and proposed), location of the building(s) in relationship to the property lines and existing buildings on property, north arrow, vehicle access to the property, parking, grading elevations site drainage, attestation by designer that building complies with the code. Site plan should include description, size and location of all buildings located on public reserve.

Foundation Plan – overall size of the foundation, size and location of footings, piles, foundation walls; size and location of openings for doors and windows, foundation drainage.

Floor Plan (for each floor) – size and location of interior and exterior walls, exits, fire separations, doors (including door swings and hardware), stairs, windows, barrier-free entrances, barrier-free washrooms, other barrier-free facilities, built-in furnishings.

Structural Plans – size, material and location of columns, beams, joists, studs, rafters, trusses, masonry walls, poured-in-place and pre-cast concrete walls and floors, related structural details.

Elevations – views of all sides of the building, height of finished grade, exterior finishing materials, size and location of doors and windows, location of chimneys.

Cross-Sections and Details – cut-through views of the building, lists of all materials cut through (including structural and finishing materials), vertical dimensions, stair dimensions and handrails, height of finished grade, wind, water and vapour protection installation.

Mechanical Plans – description and location of heating, ventilation and air-conditioning equipment, size and location of duct-work, location of fire dampers, location of plumbing fixtures, supply and waste piping, size and location of sprinkler-systems equipment.

Electrical Plans – type and location of lighting, electrical panels, fire-alarm systems, location of exit lights, emergency lighting.

Send All Documents to:

Park Districts Section
Parks and Natural Areas Branch
Manitoba Conservation
Box 51, 200 Saulteaux Crescent
Winnipeg, MB R3J 3W3

Planning and Installing a Sewage Disposal System

Sewage Disposal Systems

- All systems must conform to *The Provincial Parks Act, The Environment Act* and associated regulations.
- Holding tanks or approved alternative systems will be required where the existing system is not functioning according to set standards and regulations.
- Where vacation home upgrading significantly increases overall sullage/sewage generation, the system must be replaced by an approved system.
- All private sewage disposal systems are subject to random inspections.
- An installation permit and registration with Manitoba Conservation, Environment Division are required before any work is carried out on a private sewage disposal system. Application forms are available at Parks and Natural Areas Branch in Winnipeg, or at your local Manitoba Conservation district office.

What method of sewage disposal can you use? When are holding tanks mandatory? What size of septic tank do you need? What is a sullage pit for? This section covers these and other questions you may have about planning and installing a sewage disposal system or upgrading your present one. It applies to all cottages throughout the provincial parks system.

To check whether your system is subject to special requirements, see Special Locations.

Environmental Protection

If your present system is operating with no environmental or public health problems, you don't have to change it.

If your system has failed or is defective, you must repair it or replace it with an approved system.

You may also have to change the system if:

- more sewage and sullage is generated as a result of cottage upgrading;
- you switch from seasonal to permanent residence; or
- your system was inadequate to begin with.

It is important to ensure that your system is operating properly to help protect the environment in the park.

Special Locations

If your cottage is in one of the locations listed below, special conditions apply to your sewage disposal system.

- **Grand Beach Provincial Park and Hecla North Shore** – septic fields and sullage pits are not permitted.
- **Hecla/Grindstone Provincial Park** – septic fields are not permitted (except for the 5-acre (2.1 ha) lots in and around the Hecla Village area).
- **Falcon Lake Block D and K Plan 8208, Falcon Creek subdivision** – your cottage must be connected to the municipal piped system.
- **Clearwater Lake Park, Paint Lake Park, Bakers Narrows Park and Bower Lake within Turtle Mountain Park** – septic fields and sullage pits are not permitted in these locations, which are "sensitive areas" designated by Manitoba Conservation, Environment Division.

Definitions

Disposal field – a system of pipes laid in a shallow excavation or trenches back-filled with graded media and topsoil for the disposal and treatment of sewage effluent

Graded media – crushed rock or gravel ranging in diameter from 0.5 to 3 inches (1-7 cm)

Holding tank – a watertight receptacle designed to retain sewage or sullage

Low water-use closet – a toilet that uses less than 1 gallon (4.5 litres) of water for each flush

Private sewage disposal system – a system for sewage treatment or disposal or both

Sensitive area – any area so designated by the Minister of Conservation

Septic tank – a watertight receptacle for the primary treatment of sewage and the digestion of sludge

Sewage – fecal or urinary wastes

Sewage effluent – sewage after it has undergone at least one form of physical, chemical or biological treatment

Sludge – the settled solids in the working chamber of a septic tank or treatment plant

Sullage – liquid waste excluding fecal and urinary wastes (grey water)

Sullage pit – an excavation back-filled with media for the disposal of sullage

Selecting A System*

Whether you are upgrading an old system or starting from scratch, selection of your system depends on site conditions and the type of facilities at your cottage.

Seven methods – you can use any of seven sewage disposal methods approved by Manitoba Regulation 95/88R,* Private Sewage Systems and Privies Regulations.

The seven methods are designed to ensure that sewage and sullage (grey water from sinks and tubs) do not pollute park lands and waters.

Warning

Dangerous Gases. Never enter a holding tank or septic tank. Sewage produces toxic gases.

Over the years, many people have died in these types of tanks. They were suffocated by lack of oxygen or overcome by toxic gases.

Traps. All plumbing fixtures must have a trap installed to prevent sewer gases from entering your building.

Venting. All plumbing fixtures must be vented to a main stack to dissipate sewer gases.

Qualified Tradespeople. All work on holding tanks, septic tanks and plumbing systems should be performed by qualified tradespersons to meet Manitoba Environment Regulation 95/88R and the Manitoba Plumbing Code. Improper installation or maintenance could result in dangerous gases entering your building. Environmental damage could also result.

**Manitoba regulation 95/88R under The Environment Act is currently under review and may result in changes as to the type of systems being allowed in parks.*

The seven methods are as follows. See the rest of this section for more details.

1. pit, pail, or vault privy and sullage pit for grey water (this method is acceptable in all areas, including sensitive areas, if no pressured water system is present – see previous page for an explanation of "sensitive areas")
2. low water use closet, septic tank (minimum 150 gallons or 680 litres) and field, and sullage pit
3. low water use closet, holding tank (minimum 750 gallons or 3,400 litres) and sullage
4. full size system (four fixtures), holding tank (minimum 1,000 gallons or 4,500 litres) and sullage pit
5. full size system (four fixtures) septic tank (minimum 575 gallons or 2,590 litres) and field
6. holding tank for all sewage and sullage (minimum 1,000 gallons or 4,500 litres)
7. non-water carried toilet system, such as composting or incineration, and sullage pit

The septic tank and field method may not necessarily be a workable solution for your lot.

In some locations, your choice of system might be subject to special restrictions. See Special Locations earlier in this section.

CSA approved – septic tanks, holding tanks, composting toilets, pipes – in short, all plumbing equipment in your system must be CSA approved.

Holding tanks – in some situations, a holding tank may be the best solution for handling wastewater.

Holding tanks are **mandatory** for all sewage and sullage if your lot is accessible by road and if any of the following conditions apply:

- your lot is in an area that has been declared sensitive by Manitoba Conservation, Environment Division; and
- site conditions cannot provide sufficient environmental protection for sewage flows using one of the other six methods.

Alternatives to Water Carried Toilet Systems

For reference, here are the most commonly used alternatives to standard flush toilets.

Incinerator Toilets – use gas or electricity to burn wastes to a dry, sterile ash that may be discarded with no special precautions.

Composting Toilets – allow organic material to decompose in the presence of air. When fully composted, the residue material is an inoffensive, earth-like substance that can be used for fertilizer.

Chemical Toilets – often a bucket with a seat. The chemical part is a small amount of solution poured into the bucket before use.

Pail and Vault Privies – A pail privy substitutes for the pit. A vault privy uses a small watertight tank or container. Both types have to be emptied periodically by a pump-out truck.

Getting the Most Out of Your Septic System

A septic disposal system is surprisingly efficient and durable if it is properly installed and used.

Normal amounts of grease, soap, detergent, bath salts, and other common household chemicals will not harm it. Even bleach and lye, in moderate quantities, will not hinder the bacterial action in the septic tank.

There should be no need to use starters, bacterial feeds, or cleaners. All the bacteria needed to operate the tank are already contained in the sewage entering the system.

How often the tank needs to be cleaned out depends on its size and the amount of use it gets.

Have it inspected once a year. Excessive buildup of sludge in the tank may clog the disposal system and render it unusable.

Keep water use to a minimum. Take a short shower instead of a bath, and use a flow-restrictor in the shower head. Turn water on and off as you need it. Check for dripping faucets and toilets that keep running. Wait until you have full loads before using automatic washers and dishwashers.

Excessive use of water, such as doing many washings in one day, can overload the field or worse, flush solids from the tank and clog the field.

Do not allow roof drains to discharge to the septic tank or surface waters to drain towards the septic field.

Keep vehicular traffic, including snowmobiles, off the septic field.

Do not plant trees or locate playground equipment, sheds, or other structures on a septic field.

Sullage Pits

A sullage pit is nothing more than a covered hole in the ground, filled with stones. It is used to collect small amounts of grey water and disperse it into the surrounding soil.

You are allowed only one sullage pit on your lot – if your situation qualifies for its use. No part of it can be located inside a buffer strip.

Sullage pits can handle water from sinks, baths and showers.

They are not meant to handle water from clothes washers, hot tubs, jacuzzis, hydro spas, or children's wading pools. The large amounts of water from these sources could cause the pit to overflow and defeat its purpose.

Sullage pits are designed to dispose of waste-water that is free of solids and thus does not require septic-tank treatment.

If you have a septic tank and field that serve a full size system (4 fixtures), you cannot use a sullage pit.

Sullage pits are to be used during the open water season only. Absorption is blocked in winter when the ground is frozen.

They are suitable where quantities of grey water are low – less than 50 gallons a day (225 litres).

For example, you might be able to use one to serve a cottage with four occupants, a kitchen sink, and one hand-basin. A second example would be a cottage with two occupants, a shower, kitchen sink, and one hand-basin.

The size of the pit depends on the type of soil. The minimum allowed depth is 2 feet; the maximum allowed depth is 4 feet:

For example, for a standard three bedroom cottage:

- on sand with gravel, a 64 ft^3 (1.81 m^3)pit is necessary (e.g.: 4 ft x 4 ft x 4 ft (1.2 m x 1.2 m x 1.2 m) or 5.7 ft x 5.7 ft x 2 ft) (1.7 m x 1.7 m x 0.6 m);
- on silty sand to clayey silt, a 144 ft^3 (4.1 m^3)pit is necessary; or
- on clay, a 324 ft^3 (9.2 m^3) pit is necessary.

Certain types of clay may be impervious and not suitable for a sullage pit.

To get the most out of a sullage pit, keep waste particles from going down the drain. They can clog the pit, reducing the infiltration rate.

You cannot install a sullage pit under a building. It must be at least 10 feet (3 metres) from any building and the lot line. The space between the building and the pit should be unobstructed.

A sullage pit should be at least:

- 50 feet (15 metres) from the nearest well;
- 100 feet (30 metres) from the nearest spring or shallow well; and
- 100 feet (30 metres) from the nearest watercourse.

Your site must have a layer of suitable soil and cover a large enough area to meet setback requirements for the safe disposal of sullage. The soil must be deep enough so that the bottom of the pit sits at least 1 metre (3.3 feet) above the water table or bedrock.

The best soil is sandy. It falls into clods that crumble easily. Soil that is dense, hard and dry, dull gray, or mottled is apt to be nonabsorbent. Inspect the soil on your lot by turning up spades full at several locations. When you have found a site that seems suitable, dig a test hole and arrange for an inspection through Parks and Natural Areas Branch.

Working on the System

Whether you want to renovate, repair, expand your system, or install a new one, you will need to get several preliminaries out of the way. This includes completing paperwork, marking boundaries, digging test holes and arranging inspections before you start any pick and shovel work on the system.

You cannot begin installation until you have an Installation Permit from Manitoba Conservation. If your proposed system doesn't pass an inspection, you are welcome to discuss alternatives with the inspecting officer.

In special circumstances, you may require the services of a professional engineer. Manitoba Conservation will advise you.

Here is a typical sequence of activities:

The Forms

Obtain the following forms from Manitoba Conservation:

- Application for Installation
- Manitoba Conservation, Environment Division Registration Form

These forms are available from Manitoba Conservation district offices and Parks and Natural Areas Branch in Winnipeg.

Complete the following work before you submit the forms.

- Mark the corners of your lot with coloured ribbon or stakes.
- Mark any property boundaries that are close to the proposed sewage system. This is critical. The Natural Resource Officer will check to make sure all set backs have been met.
- Stake out the area you propose to use for your system – septic field, sullage pit, holding tank.

Complete the forms and return them to the Manitoba Conservation district office or Parks and Natural Areas Branch in Winnipeg. When your forms are received, an inspection will be arranged. The inspection will confirm that the location of your system agrees with your plot plan. You don't have to be present for the inspection.

Holding Tanks

If you are installing a holding tank, you must send Manitoba Conservation your completed Application for Installation and Manitoba Conservation, Environment Division Registration forms. Manitoba Conservation will check the location of your holding tank.

If the location and your proposed installation meet the requirements of *The Environment Act*, you will be issued an Installation Permit and an Acknowledging Receipt for the Manitoba Conservation, Environment Division Registration Form for a Private Sewage Disposal System.

Check with your Inspecting Officer before you go ahead and install the tank.

Pit, Pail or Vault Privy

Complete the Application for Installation form and return it to Manitoba Conservation. Staff will check the location. If it is satisfactory, you will receive an Installation Permit.

Septic Tanks, Fields, and Sullage Pits

If you are proposing to install any of these facilities, make arrangements with Manitoba Conservation to check the location(s) you have selected for your facilities.

If the location proves satisfactory, you can go ahead and dig test holes.

For a septic field, dig two test holes in the proposed field, about 20 feet (6.1 m) apart, to a depth of 6 feet (1.8 m) or bedrock or the water table.

For a sullage pit, dig one hole in the area for the pit to a depth of 7 feet (2.1 m) or to bedrock or the water table. Holes can be dug with a post-hole auger or similar tool.

Once you have dug the test holes, make arrangements with Manitoba Conservation for an inspection. (Flag or cover the holes to make sure someone doesn't fall into them.)

Manitoba Conservation will inspect the holes to make sure that there is enough overburden – soil, sand, gravel above bedrock, or the water table – to accommodate the system you are proposing to install. They will also establish the soil type which determines the size of the septic field or sullage pit.

If soil conditions and site location are acceptable – or can be made acceptable – complete and forward the necessary forms to Manitoba Conservation.

Standards for Septic Tanks and Disposal Fields Serving Dwellings

SCHEDULE A (Clause 9(a)
(from Manitoba Regulation 95/88R)*

Septic Tanks

Septic tanks servicing dwellings shall

(a) be watertight;

(b) have at least two compartments;

(c) be of concrete or fibreglass construction or other approved materials;

(d) if prefabricated, shall bear a valid stamp or mark indicating certification by The Canadian Standards Association (Standard B66 or latest revised edition);

(e) have access holes extending to or above the ground surface;

(f) have childproof covers;

(g) be set back at least the distance indicated, from the following:

(i) Building	1.0 m
(ii) Property Boundary	3.0 m
(iii) Wells	8.0 m
(iv) Surface Water	15.0 m
(v) Cut or Embankment	8.0 m
(vi) Swimming Pool	3.0 m
(vii) Cistern	3.0 m

(h) have a minimum working capacity of
(i) 2,250 litres for a sedimentation chamber; and
(ii) 340 litres for a control chamber

Disposal Fields

Disposal fields servicing dwellings shall

(a) not be located in areas where the depth of available overburden is less than 1 m from the base of the field to bedrock or high water table;

(b) be set back at least the distance indicated as measured to the nearest part of the disposal field that receives the sewage effluent, from the following:

(i) Building – no basement or cellar	6 m
(ii) Building with basement or cellar	11 m
(iii) Surface Water	30 m
(iv) Cut or Embankment	15 m
(v) Swimming Pool	8 m
(vi) Water Service Pipes	8 m
(vii) Well (drilled and cased to a min. of 6 m below ground level)	15 m
(viii) Other Wells and Springs	30 m
(ix) Property Boundary	8 m

(c) where trench-type disposal fields are used, have dimensions as follows:

(i) Minimum trench width	40 cm
(ii) Minimum trench depth	60 cm
(iii) Maximum trench depth	90 cm
(iv) Minimum diameter of the perforated pipe	10 cm
(v) Minimum thickness of graded media above perforated pipe	5 cm
(vi) Minimum thickness of graded media below perforated pipe	25 cm
(vii) Minimum distance between trenches (pipe to pipe)	2 m
(viii) Maximum length of each pipe lateral	18 m
(ix) Minimum height of soil cover over graded media	30 cm

(d) where trench fields are used, have distribution pipe of the following minimum lengths:

Sand with Gravel	55 m
Silty Sand to Clayey Silt	70 m
Clay	80 m

The length of distribution pipe shall be increased by 10 per cent for each bedroom exceeding three.

(e) where total area fields are used, dimensions as follows:

(i) Minimum diameter of the perforated pipe	10 cm
(ii) Thickness is graded media below perforated pipe	45 cm to 50 cm
(iii) Minimum thickness of media above perforated pipe	15 cm
(iv) Minimum total length of perforated pipe	18 m
(v) Minimum thickness of soil cover over media	30 cm
(vi) Maximum depth of excavation	1 m

(f) where total area fields are used, have a minimum volume of graded media as follows:

Sand with Gravel	30 m^3
Silty Sand to Clayey Silt	40 m^3
Clay	60 m^3

The volume of graded media shall be increased by 10 per cent for each bedroom exceeding four.

Cottage and Country Fire Safety ✔Checklist

Home Construction

- ❑ Build home on most level portion of lot.
- ❑ Fire resistant materials should be used for exteriors and roofs.
- ❑ Avoid cedar shakes and shingles or treat them with fire retardant.
- ❑ Screen eaves, attic and floor openings to avoid accumulation of flammable material.
- ❑ Screen the chimney and stove pipe.
- ❑ Remove site preparation debris.

Existing Home Protection

- ❑ Do exterior home inspection at least once a year before summer.
- ❑ Reduce surrounding wildfire fuels, such as rotting logs, branches, brush and other flammable materials to a distance of three metres from cottage.
- ❑ Remove highly flammable plants immediately beside the house, especially on the down-side or side most exposed to prevailing winds.
- ❑ Remove nearby heavy ground vegetation and stumps.
- ❑ Remove overhanging tree limbs to a height of 5 feet (1.5 m) from the ground.
- ❑ Space and thin coniferous trees so they are not within two metres of each other.
- ❑ When planting trees utilize deciduous or broad leaf trees as they are less flammable than coniferous species.
- ❑ Maintain a fuel-free area around home.
- ❑ Clean any moss and needles from roof and gutters.
- ❑ Clean chimneys and stove pipes, check their screens.
- ❑ Do not stack firewood against the house.
- ❑ Keep storage areas clean and tidy, never allow rags or newspapers to accumulate.
- ❑ Store all flammable fuels in clearly marked CSA approved containers in a common area away from the cottage.
- ❑ Any fire pits, barbecues or smoke houses should be placed on bare mineral soil or rock at least 10 feet (3 m) from any buildings or trees.

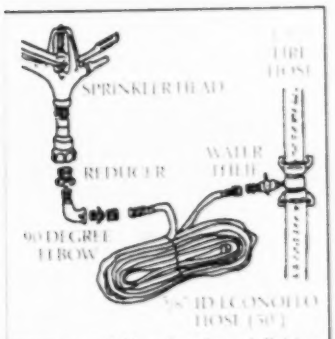
Wildlife Safety Precautions

- ❑ Develop control plans with family and neighbours.
- ❑ Establish a neighbourhood fire cache.
- ❑ Have adequately placed water supply.
- ❑ Have a fully pressurized fire extinguisher in an accessible location.
- ❑ Pre-connect garden hose with nozzle and sprinkler system to access all structural exteriors, including the roof.
- ❑ For a non-pressured water system have a large barrel of water and 2 gallon (10-litre) pail.
- ❑ Know all escape routes in your area.
- ❑ Identify existing areas where a helicopter could land in the event of an emergency. (i.e. beach, parking lot, intersections, roadways, etc.)

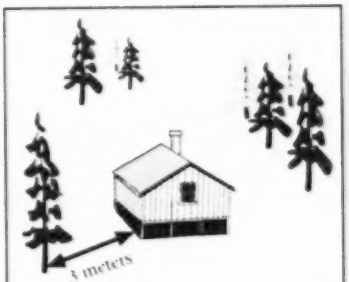
Evacuation Plans

- ❑ Develop a standard evacuation route everyone knows.
- ❑ Establish an alert system alarm (boat horn or whistle).
- ❑ Have an agreed upon meeting point for family members where they can be accounted for.
- ❑ Ensure all family members know the location of the local RCMP and Manitoba Conservation Office.
- ❑ Review your prized possessions in advance and consider storage in safety deposit boxes.
- ❑ Have a list of items to evacuate (important personal papers, photo albums, etc.).
- ❑ Turn off all gas, and non-essential power (i.e. maintain power to water pump).
- ❑ If you have an independent well, turn the sprinkler system on before leaving.
- ❑ If you have a neighbourhood or sub-division sprinkler system, ensure that it is properly maintained and placed to allow Manitoba Conservation staff to quickly hook it up to an independent water source.

Basic Fire Safety



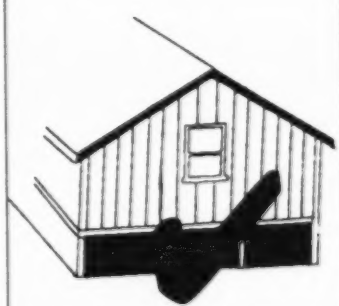
organize a neighbourhood or subdivision sprinkler system that is compatible with equipment used by Manitoba Conservation as shown above.



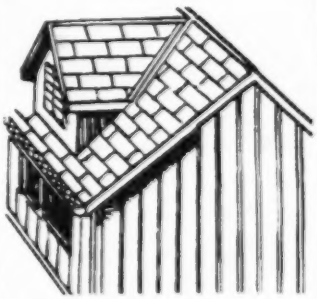
Establish a fuel free area around your cottage by removing or replacing highly flammable vegetation, such as debris and long grass.

Store firewood away from cottage and ensure all flammables are clearly marked and stored in a separate structure.

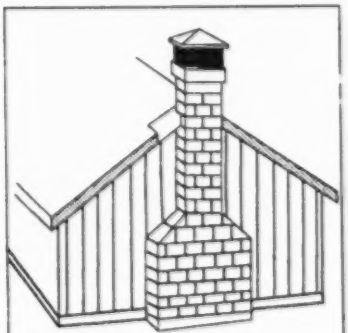
Do not store any fuels or combustible material beneath the cottage floor.



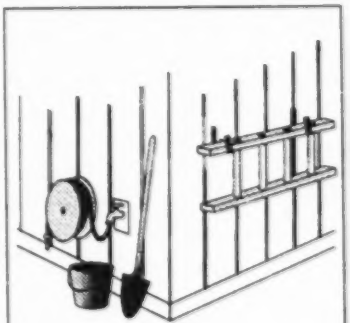
Screen in underside of the cottage to prevent the accumulation of flammable debris and substances.



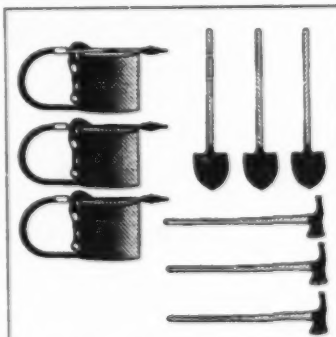
Utilize fire resistant building material for roofs and exteriors; avoid readily combustible building materials.



Have a protective cap and screen to prevent chimney sparks from your cottage.



Have a water supply, ladder, shovel and pail ready in case a fire occurs.



Establish a neighbourhood fire cache comprised of shovels, axes, pulaskis, and packcans for emergency use.

Were You Wondering About...

Drinking Water

Drinking untreated water from a lake or a hand well is not safe. Despite the fact that the water may appear clear, it could contain disease-causing microorganisms. Before drinking lake water or water from hand wells *the water must be disinfected.* This can be accomplished by bringing the water to a rolling boil or adding non-scented household bleach to the water at a rate of 5 ml (1 teaspoon) to 5 litres (1 gallon) and letting it stand for 10 minutes prior to use. Alternatively, seek an alternate drinking water supply such as bottled water or treated water from a public water supply system.

If your cottage is serviced by a private well, the well water should be tested at least once per year for microbiological contamination. Contact your local Manitoba Conservation Office in Winnipeg, Brandon, Virden, Steinbach, The Pas, Thompson or Selkirk for information on pricing and testing procedures.

Firearms

For safety purposes, firearms should not be stored in vacant cottages. Cottagers should ensure they comply with all relevant federal firearm regulations.

Manitoba Conservation Web site

The Manitoba Conservation (Parks and Natural Areas) Web site can be found at www.manitobaparks.com. There you will find an up-to-date copy of this publication, *The Cottager's Handbook*, a copy of the standard 21-year lease issued to cottagers, a list of cottage lots that may be available from Manitoba Conservation, and a variety of forms related to cottage administration (lease assignment, variance application forms, etc.). A variety of other parks-related information including maps, news about up-coming events, camping and our reservation service is also available. You will also find information about Travel Manitoba, fisheries and wildlife management, water management and more. You may email Manitoba Conservation with questions about cottaging at parkdistricts@gov.mb.ca.

Problem Wildlife

Beavers can cause problems at cottages by removing too many trees. Placing chicken wire or other metal material around the base of trees will usually deter them.

To help prevent problems with bears, never leave garbage, dog food, or food of any kind outdoors or in places where bears can reach it. Manitoba Conservation does not recommend feeding birds or animals from April to October as such activity frequently attracts bears and nuisance animals. Your co-operation in removing these attractants when requested to do so by a Natural Resource Officer is appreciated, and will be beneficial to the long term health of our wildlife populations. Report any problems about bears, beavers or other wildlife concerns to your local Manitoba Conservation district office.

Green Ideas

Here are some ideas that we can all practice to safeguard the environment in the park – for ourselves, our children and their children.

- Follow the three R's of environmental protection: REDUCE, REUSE and RECYCLE.
- Limit your use of throwaway containers such as plastic soft-drink bottles and foam packaging.
- Return recyclable products such as cans, bottles and paper to recycling depots.
- Protect your lake by ensuring that your sewage and refuse are disposed of properly.
- Where possible, use recycled paper products.
- Avoid buying aerosol containers for any use, as many still contain CFCs.
- Use soaps, shampoos and laundry detergents marked 100 per cent phosphate-free, or use biodegradable products.
- Minimize the use of lawn and garden fertilizers which can speed up weed and algae growth (eutrophication) of your lake, and of pesticides and herbicides which damage other flora and fauna.
- Remember that some of your household garbage, such as pesticides, paint strippers, solvents, stains, used oil, batteries, bleach and many household cleaners, may be hazardous waste. Dispose of this type of garbage at a toxic waste depot. Don't use garbage cages, the park dump or your drain.
- Do not litter or dispose of any garbage or other items into water bodies.

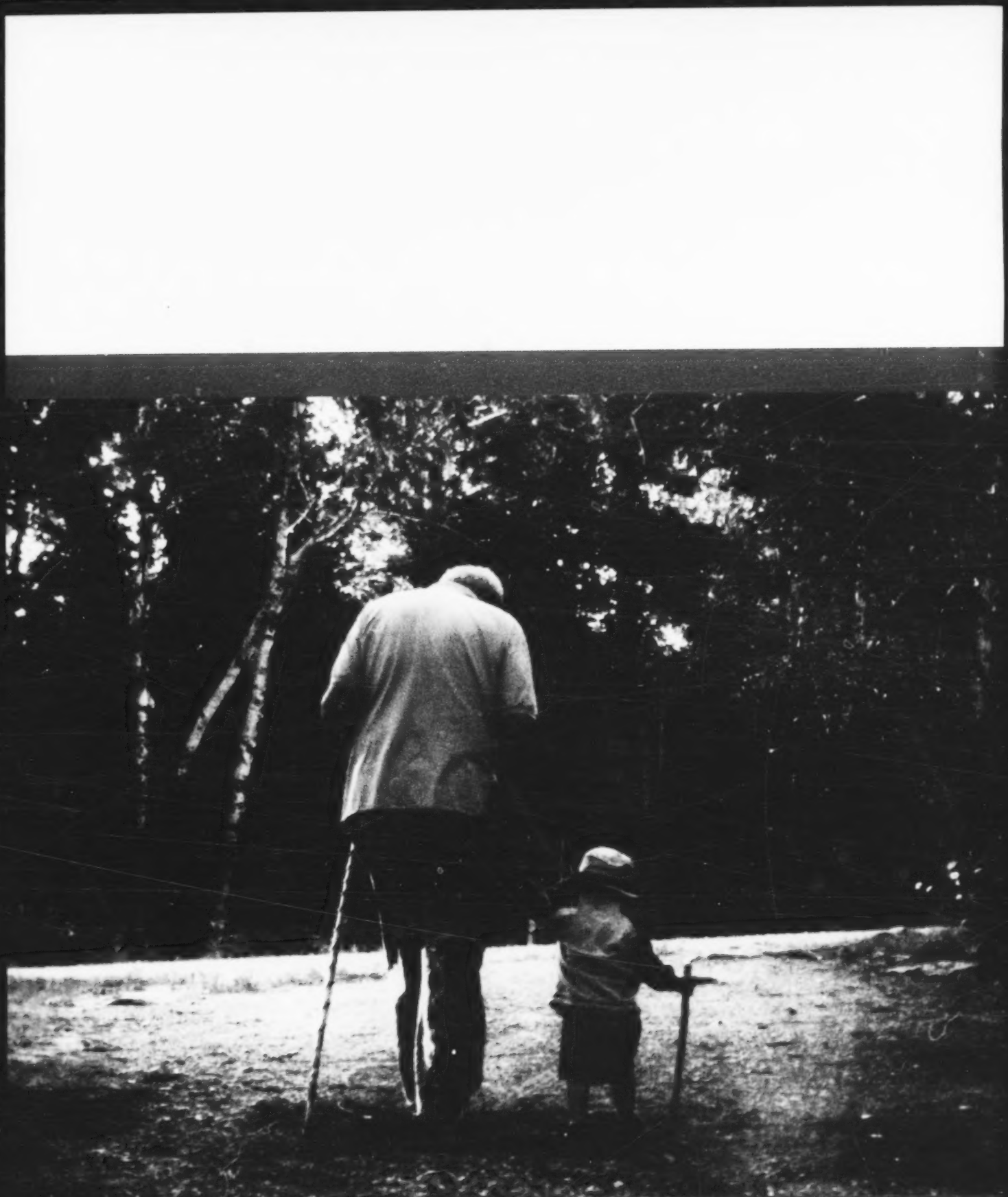
Subdivisions/District Offices

If you need information about your lot dealing with such topics as lot boundaries, public reserve area, concerns about your neighbours, garbage, roads, problem wildlife, enforcement, brush disposal, wildfires, firewood, etc., please contact one of the Manitoba Conservation district offices listed below.

If you need information about matters relating to your lease, permit, fees, invoices, variances, Site Plan Permits, or Building Permits, please contact the Parks and Natural Areas Branch in Winnipeg at 945-4383, 945-6772, or 945-8872 (toll-free at 1-800-282-8069).

For sewage system information only, call the Water Quality Program, West Hawk Lake, at 1-204-349-2247.

Cottage Location	Park Office
Eastern Region	
Barren Lake Falcon Lake Star Lake Toniata	Falcon Lake (204) 349-2201
Caddy Lake Florence Lake Hunt Lake Nora Lake West Hawk Lake	West Hawk Lake (204) 349-2245
Brereton Lake Green Lake Jessica Lake Red Rock Lake White Lake Big Whiteshell Lake	Rennie (204) 369-5246
Barrier Bay Betula Lake Dorothy Lake Eleanor Lake George Lake Nutimik Lake Otter Falls	Seven Sisters (204) 348-2203
Pointe du Bois Bird Lake Davidson Lake Flanders Lake Booster Lake Poplar Bay (Lac du Bonnet)	Lac du Bonnet (204) 345-1400
Wallace Lake Beresford Lake Long Lake	Bissett (204) 277-5212
Moose Lake	Sprague (204) 437-2348
Interlake Region	
Grand Beach	Grand Beach (204) 754-5040
Hecla Island Beaver Creek Black's Point South Beach North Cliffs Island View North and South	Riverton (204) 378-2945
Western Region	
Childs Lake	Roblin (204) 937-2181
Wellman Lake Glad Lake	Swan River (204) 734-3429
Singush Lake East Blue Lake	Grandview (204) 546-2701
Max Lake Bower Lake	Boissevain (204) 534-7204
Northeastern Region	
Paint Lake	Thompson (204) 677-6640
Burge Lake Zed Lake	Lynn Lake (204) 356-2413
Northwestern Region	
Clearwater Lake	The Pas (204) 627-8287
Bakers Narrows Athapapuskow Lake	Flin Flon (204) 687-1640



I knew, by the smoke that so gracefully curl'd
Above the green elms, that a cottage was near;
And I said, "If there's peace to be found in the world,
A heart that was humble might hope for it here."

Thomas Moore (1779-1852)